



Treasury Financial Manual

Bulletin No. 2004-05

Volume I

Retention: July 31, 2005

To: Heads of Government Departments, Agencies, and Others Concerned

Subject: Yearend Closing

1. Purpose

This bulletin provides agencies with the procedures for preparing yearend closing reports and other financial reports. It also contains the strict deadlines by which agencies must submit fiscal 2004 financial data to the Department of the Treasury (Treasury) for timely certification and reporting. (See Attachments 1 and 2.)

2. Rescission

This bulletin rescinds I TFM Bulletin No. 2003-09: Yearend Closing.

3. Method To Submit Budgetary Yearend Closing Data

Agencies must submit the preclosing adjusted trial-balance (ATB) data for fiscal yearend 2004 through the Federal Agencies' Centralized Trial-Balance System (FACTS) II. Agencies will use FACTS II to submit one set of data in the form of U.S. Government Standard General Ledger (USSGL) account balances. See I TFM 2-4255.30 as well as the Office of Management and Budget (OMB) Circular No. A-11 for data agreement requirements. From the FACTS II output, users may print from one set of budgetary data both the FMS 2108: Yearend Closing Statement, and the SF 133: Report on Budget Execution and Budgetary Resources, reports.

4. Final Fiscal 2004 Monthly Treasury Statement (MTS)

To guarantee the accuracy of budgetary results in the final MTS, agencies must include all previously unreported receipt and expenditure activity on the September 2004 Statement of Transactions (SOT) and/or Statement of Accountability (SOA). If an agency has no transactions, it must submit a "zero report." To ensure consistency between the MTS as well as receipt and outlay data furnished to OMB, Treasury will allow agencies to request adjustments for significant amounts.

5. Accelerated Reporting Requirements for SOT and SOA

The basic principle of the President's Management Agenda calls for improving financial performance by providing timely, reliable, and useful information. In accordance with this principle, OMB has significantly accelerated financial reporting due dates for yearend and quarterly reporting and required additional disclosures to facilitate the preparation and audit of the *Financial Report of the United States Government*. In consideration of the accelerated financial reporting due dates, the Financial Management Service (FMS) has accelerated monthly reporting requirements. Agencies must submit the following reports no later than the third workday of the month, including supplemental reporting unless requested by Treasury:

- FMS 224: Statement of Transactions (Classified According to Appropriation, Fund and Receipt Account; and Related Control Totals).
- FMS 1219: Statement of Accountability.
- FMS 1220: Statement of Transactions (According to Appropriations, Funds and Receipt Accounts).
- SF 1218: Statement of Accountability (Foreign Service Account).
- SF 1221: Statement of Transactions (According to Appropriations, Funds and Receipt Accounts (Foreign Service Account)).

See I TFM Announcement No. 2004-06 for requirements. Address questions to the Cash Accounting Division at 202-874-7980.

6. Verifying Agency Location Code (ALC) Information

The ALC information in Treasury's central accounting system (STAR) is the official agency contact data. Current ALC information is imperative. Agencies with 8-digit ALCs must submit in writing changes to addresses, telephone numbers, or points of contact. Mail or fax these changes, submitted on agency letterhead and signed by an appropriate agency official, to:

Cash Analysis Branch
Cash Accounting Division
Financial Management Service
3700 East-West Highway, Room 500E
Hyattsville, MD 20782
Telephone: 202-874-7980
Fax: 202-874-8887

Agencies with 3- or 4-digit ALCs also must submit in writing changes to addresses, telephone numbers, or points of contact. Mail these changes, submitted on agency letterhead with an original signature, to:

Check Reconciliation Branch
Financial Management Service
3700 East-West Highway, Room 709A
Hyattsville, MD 20782
Telephone: 202-874-8150

7. Verifying Accounts Monthly

Agencies must verify their records each month by comparing them to Treasury reported transactions, as shown on their monthly reports (FMS 6653: Undisbursed Appropriation Account Ledger and FMS 6655: Receipt Account Ledger). Each agency reconciles these ledgers with the agency's USSGL Account 1010, "Fund Balance With Treasury," and immediately reports questions or differences to the Cash Analysis Branch at 202-874-7980. Agencies access these reports through the Government On-Line Accounting Link System II (GOALS II) and can use the GOALS II/Internet Access System (IAS) to view their undisbursed Statements of Difference, support listings, and warrant information. To request access to IAS, submit a GOALS II Enterprise System Access Request Form (ESAAS form) to obtain a logon ID and password. A SecurID card is not required for access to this system. The FMS 6653 and FMS 6655 information also is available via the Governmentwide Accounting (GWA) System. Users may access this information in the GWA System at <https://fmsapps.treas.gov/fmsapps/logon.asp>, by entering their logon ID and password, selecting "GWA," and then selecting the Account Statement Application.

The short reporting period requires agencies to minimize errors. Failure to compare agency and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury yearend certifications. If OMB, Treasury, or agencies find significant errors, Treasury will attempt to make corrections before publishing the *Combined Statement of Receipts, Outlays, and Balances of the United States Government* (refer to paragraph 26 for more information).

8. Agencies With Budget Clearing Accounts and Statements of Difference

Agencies must reconcile budget clearing accounts (for example, F3875, F3880, F3885) and Statements of Difference by the fiscal yearend. On the September 2004 SOT submission, transfer reconciled amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for September 2004 is \$1 million, as outlined in I TFM 2-3100 and 2-3300. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance or through additional reports.

9. Reporting Collections Credited to Appropriation or Nonrevolving Fund Accounts on FMS 224 and FMS 1220

Procedures for reporting collections credited to appropriation or nonrevolving fund accounts were changed to agree with instructions in OMB Circular No. A-11. Agencies must submit SOTs via GOALS II using these updated reporting procedures.

Collections credited to appropriation or nonrevolving fund accounts **are not netted against disbursements** in Section I, column 3 of FMS 224 and FMS 1220. Reporting procedures for Sections II and III of FMS 224 remain unchanged. For instructions on preparing SOTs, refer to I TFM 2-3300 (FMS 224) or I TFM 2-3100 (FMS 1220), and I TFM Bulletin No. 97-05.

10. Reporting Special and Trust Fund Available Receipts

Special and trust fund available receipt account symbols include a point designation to distinguish between expenditure and receipt accounts. Agencies must report collections (offsetting receipts) for special and trust fund accounts, using the point designation, in column 2 of the SOT. Record outlays in column 3.

Receipts and outlays are not netted and reported as a single figure. Agencies must include the point designation on the receipt account symbol when reporting receipts. If the agency fails to use the point designation in column 2, it erroneously reports reimbursements that decrease total outlays. Review SOTs to ensure that receipts for special and trust fund accounts appear in column 2 and are complete with the point designation.

11. Agencies With Investments

Throughout the year, agencies with investment authority should anticipate upcoming expenses and redeem investments accordingly. The balance of “Investments in Public Debt Securities” as reported on an agency’s SOT must agree with the par value of its investments purchased through the Bureau of the Public Debt (BPD) plus additional Federal securities it acquired on the open market. Report corrections to investment balances on the SOT before yearend. For detailed instructions, see I TFM 2-3100, 2-3300, and 2-4300.

12. Reporting Unrealized Discount on Investments

The unrealized discount subclass (75) provides more accurate disclosure of agency investment holdings when securities are purchased at a discount. The balance of the unrealized discount account should be negative. Report any corrections to the unrealized discount balance on the SOT, before the fiscal yearend. For detailed instructions, see I TFM 2-3100, 2-3300, and 2-4300.

13. Audit of Unclaimed Moneys

Agencies must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than 1 year to determine if these balances contain moneys held for unknown owners. Transfer balances held for unknown owners to the unclaimed moneys account via the SOT and maintain subsidiary records to support the transfers. Audit the unclaimed moneys account, which should be included in any internal audit program. For detailed instructions, refer to I TFM 6-3000.

14. Agencies With Transfer Appropriation Accounts

Agencies use transfer appropriation accounts to receive, and subsequently obligate and disburse, allocations treated as nonexpenditure transactions at the time of allocation. The accounts carry symbols that identify the original appropriation from which the moneys were transferred. Receiving agencies cannot

withdraw amounts from transfer appropriation accounts. They must transfer fiscal 1999 funds to the parent account via SF 1151: Nonexpenditure Transfer Authorization, for disposition before yearend closing. An authorized representative from the transferring agency must transmit the SF 1151 using the GWA System Nonexpenditure Transfer (NET) Application. See paragraph 30 for instructions on gaining access to the GWA System. Address questions to the Budget Reports Division (BRD), Budget Control Team at 202-874-9950.

15. Liquidating Accounts—Pre-Credit Reform

Agencies should transfer any excess balance from liquidating accounts to the general fund as a capital transfer. These are NETs accomplished by selecting the “capital transfer” transfer type in the GWA System. Each agency must use their 2-digit department prefix for reporting. See paragraph 30 for instructions on gaining access to the GWA System. See I TFM 2-4600 for additional information. Address questions to the Budget Control Team at 202-874-9950.

16. Credit Reform

Electronically submit fiscal year information by processing an Intra-governmental Payment and Collection (IPAC) transaction in GOALS II charging 20X1880: Credit Reform Interest on Uninvested Funds. Agencies must process all payments by September 30, 2004. In addition, agencies must notify the Credit Accounting Branch in advance via the e-mail address below when the transaction amount is \$100,000 or greater. See I TFM Bulletin No. 2003-08. Address questions to:

Credit Accounting Branch
Financial Management Service
3700 East-West Highway, Room 622D
Hyattsville, MD 20782
Telephone: 202-874-8740

E-mail address: credit.accounting@fms.treas.gov

17. Borrowing From Treasury (BPD)

Submit final borrowing and repayment transactions for the fiscal year via the GWA System by 3 p.m., September 30, 2004. Transactions submitted to BPD after the cutoff date will be reported in the next fiscal year.

Electronically submit interest payments due on loans from Treasury (BPD) via the IPAC System. Interest payments due on September 30, 2004, must be processed in IPAC by 11 p.m., September 30, 2004. Submit calculations supporting the interest payment to BPD on September 30, 2004. Supporting documentation may be submitted electronically to borrowings@bpd.treas.gov or by facsimile to 304-480-5176. Address questions to 304-480-7488.

18. Agencies With Amounts Sequestered Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985

Agencies must return amounts in general and revolving fund accounts from offsetting collections authority sequestered pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, under 401(c)] to Treasury using the GWA System NET Application. See paragraph 30 for instructions on gaining access to the GWA System. Each agency should use its 2-digit department prefix for reporting. If necessary, request that the Budget Control Team establish the account. Transmit the SF 1151 by October 1, 2004. For detailed instructions, see I TFM Bulletin 2003-07 and the instructions in I TFM 2-2000. Address questions to the Budget Control Team at 202-874-9950.

19. Reconciliation of Obligations

Before the yearend closing, agencies that have not reviewed their unliquidated obligations during the year must do so. This ensures agencies properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Retain work papers and records on verifications to facilitate future audits.

20. Agencies With Consolidated Working Fund Accounts

Agencies use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other agencies or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing agency using its own facilities within the same fiscal year, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with I TFM 2-4200, agencies should not withdraw or cancel amounts in consolidated working fund accounts.

21. Reporting Requirements for Closing Fiscal 1999 Accounts

Agencies must close appropriation accounts available for obligation during a definite period on September 30th of the fifth fiscal year after the account's obligation availability ends. Cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For fiscal yearend 2004, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of fiscal 1999. **The September FMS 6653 must reflect a positive or zero balance for fiscal 1999 account balances that will be canceled.**

On the fourth-quarter FACTS II submission, before an account will be closed, agencies must present all unobligated and obligated balances, including receivables and payables, as canceled. For further accounting guidance, refer to the USSGL TFM S2 04-01, Section III, Account Transactions, Part F, Yearend Pre-Closing Entries, at the Internet Web site <http://www.fms.treas.gov/ussgl>.

If an agency must liquidate obligations after an account has been closed, it may use up to 1 percent of its current appropriation by reporting a 46 subclass on the SOT or by seeking a reappropriation. Collections received after an account has been closed are deposited in miscellaneous receipts account 3200, "Collection of Receivables from Canceled Accounts."

22. Reporting Requirements for Fiscal 1998 and Prior Accounts

Fiscal 1998 and prior accounts previously have been canceled except in cases where negative balances existed. When clearing these negative balances, close the account on the SOT by bringing the account balance to zero and depositing any excess receipts to miscellaneous receipts account 3200, "Collection of Receivables from Canceled Accounts."

Each agency should use its department prefix for reporting. If necessary, request that the Budget Control Team at 202-874-9950 establish the account.

23. Reporting Requirements for Extended Authority To Liquidate Obligations

Extended authority to liquidate obligations may be granted through specific legislation that allows the obligated balance for an annual year or multiyear account to remain on the books and be available for disbursement purposes only for a specified number of years. Agencies must notify the Budget Control Team in writing of the specific legislation for the account to remain on Treasury's books. Agencies are required to certify the obligated balances and footnote the FMS 2108, citing the appropriate law and date of approval. Agencies must submit the request by October 1, 2004, and must cancel any unobligated portion of the account balance.

24. Adjustments to Indefinite Authority

Agencies should continue to report increases and decreases to indefinite appropriated authority on the FACTS II submission. In most cases, this does not apply to credit reform program accounts for subsidy reestimates and liquidating accounts. Agencies cannot report any increases or decreases to definite authority on the FACTS II submission. If the agency is unsure whether the account had definite or indefinite authority, it should call the Budget Control Team at 202-874-9950.

25. Withdrawal and Cancellation of No-Year (X) Accounts

To completely close definite or indefinite no-year (X) accounts, agencies must meet the following requirements set forth in 31 U.S.C. 1555:

An appropriation account available for obligation for an indefinite period shall be closed, and any remaining balance (whether obligated or unobligated) in that account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose, if (1) the head of the agency concerned or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.

FMS must issue a warrant to allow an agency to withdraw or cancel funds for "X" accounts. The amount canceled should result in a zero balance after processing. Submit a written request for a warrant to:

Budget Control Team
Budget Reports Division
Financial Management Service
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9950

Once FMS issues a warrant, the fourth-quarter FACTS II submission must reflect the withdrawal or cancellation of funds for “X” accounts.

26. Classification Adjustments to Closed Accounts

Canceled appropriation account balances are not available for obligation or expenditure [31 U.S.C. 1552 (a), 1555]. However, Treasury accepts reporting (1) to correctly classify payments to closed fiscal 1999 accounts previously reported to suspense/clearing accounts or (2) to correct classification errors between current and closed accounts when submitted by the April 1, 2005, deadline. The cumulative adjustment reported against the closed account cannot exceed the available balance remaining in the account at the time it closed.

Submit a written request and a paper copy of the SOT marked “Supplemental” with the report date of September 30, 2004, to:

Monthly Treasury Statement Team
Budget Reports Division
Financial Management Service
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9880

The agency will receive notification of the adjustment via FMS 6653. Treasury will not consider requests pertaining to closed fiscal 1999 accounts received after April 1, 2005.

27. Verifying Yearend Accounts and Balances

Treasury provides preclosing unexpended balances through the FACTS II application. BRD’s Combined Statement Team requests that agencies log on to FACTS II and verify their Treasury Appropriation Fund Symbols (TAFS) accounts and balances before October 18, 2004. Agencies should call the Combined Statement Team for assistance if they:

- Have not received all of their accounts.
- Have received accounts not belonging to them.
- Have balance discrepancies.

28. Revisions to Yearend Data

If discrepancies are discovered when reviewing yearend balances in FACTS II, agencies should contact BRD on 202-874-9880 to request adjustments. Agencies should prepare and fax to BRD their proposed adjustments. They include supplemental documents such as a signed paper copy of the FMS 224, SF 1218/1221, FMS 1219/1220, or SF 1151. Treasury reserves the right to review and determine if it will accept adjustments based on established criteria. If Treasury accepts the proposed adjustment, the Treasury staff will enter the supplemental documents into the STAR system, immediately updating the preclosing balances. **Requests for adjustments will be accepted between October 15, 2004, and November 5, 2004**, for inclusion in the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*. After Treasury has processed the documents, it will notify agencies via telephone, and agencies may proceed to complete and submit their FACTS II data. In addition, agencies will receive a September final Undisbursed Appropriation Trial Balance and Ledger in mid December 2004.

29. Accessing GOALS II

Users requesting access to any GOALS II application must submit a GOALS II ESAAS form to obtain a logon ID and password and/or SecurID card. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Contact the GOALS II Customer Support Staff for further information at 202-874-8270.

If a user misplaces or forgets the logon ID or password for the GOALS II applications housed on the Internet (Statement of Differences, Undisbursed, RFC Agency Link, Federal Agencies Centralized Trial-Balance System (FACTS) I, Governmentwide Financial Report System (GFRS), Intragovernmental Fiduciary Confirmation System (IFCS), Warrants, or Governmentwide Accounting (GWA)) he or she should contact the Financial Operations Call Center at 202-874-8270. Report lost or stolen SecurID cards to the FMS Help Desk at 202-874-4357. To reset passwords and to resync SecurID cards, direct calls to the FMS Help Desk.

To return any SecurID card, send the card with a letter from management requesting revocation of the access to FMS' Security Office at:

Enterprise Security Branch
Financial Management Service
3700 East-West Highway, Room 269
Hyattsville, MD 20782
Telephone: 202-874-4357

In addition, to revoke any GOALS II access, complete an ESAAS form requesting revocation. As stated above users can download the ESAAS form from the Internet Web site at: <http://www.fms.treas.gov/goals>.

30. Accessing the GWA System

Any user requesting access to the GWA System NET Application or the Account Statement Application must first submit a GOALS II ESAAS form to obtain a logon ID and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Fax a completed form to

the GOALS Marketing Staff at 202-874-6170. A SecurID card is not required for access to this system. Processing the access request form and mailing the logon ID and password require significant leadtime; therefore, for the NET Application, **request a logon ID and password for either the preparer and certifier roles or the agency all role as soon as possible. Faxed paper copies of NETs are no longer accepted as of July 1, 2003.** For detailed instructions, see I TFM Bulletin No. 2003-07.

31. Accessing FACTS II

Any user requesting access to FACTS II must submit a GOALS II ESAAS form to obtain a SecurID card, logon ID, and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. On this ESAAS form, select a FACTS II role. The FACTS II roles include:

- Preparers--Input FACTS II data, ensure the data passes edits, and change data status;
- Certifiers--Reject or approve and certify the data for fourth-quarter submission, only;

AND

- Headquarters reviewers--View the data of all TAFS within a department.

BRD establishes FACTS II role assignments. It assigns TAFS to preparers and preparers to certifiers and headquarters reviewers.

Agencies fax the completed ESAAS form to 202-874-6170. Processing the access request form and mailing the card require significant leadtime; therefore, **request a SecurID card, logon ID, and password for all users as soon as possible.** Contact BRD at 202-874-9880 for further questions or followup.

Users requesting to switch FACTS II roles contact BRD for approval and submit an ESAAS form for processing. Users transferring to a different agency notify BRD and submit an ESAAS form to update their SecurID card and ID profile.

If a user misplaces or forgets the logon ID or password, he or she should contact the FMS Help Desk at 202-874-4357 to request resetting of the ID or password. Report lost or stolen SecurID cards to FMS' Security Office and complete an ESAAS form requesting revocation of the lost card and reissue of a replacement card.

To return any SecurID card or revoke FACTS II access, send the card with a letter from management requesting revocation of the access to FMS' Security Office at:

Enterprise Security Branch
 Financial Management Service
 3700 East-West Highway, Room 269
 Hyattsville, MD 20782
 Telephone: 202-874-4357

32. Instructions for Reporting Yearend Closing Data via FACTS II

For specific guidance on reporting via FACTS II, see the Internet Web site at <http://www.fms.treas.gov/ussgl/factsii>. For assistance in logging on and navigating through the FACTS II application, click on the link to the FACTS II User's Guide. For crosswalks to standard external reports (FMS 2108 and SF 133), refer to the USSGL TFM S2 04-01, Section V. USSGL TFM S2 04-01, Section IV, provides the most recent list of USSGL attributes used on the budgetary reports. See the Internet Web site at <http://www.fms.treas.gov/ussgl>.

Refer dial-up and logon questions to the FMS Help Desk at 202-874-4357. Refer questions on the FACTS II application, such as edit checks and TAFS, to the Combined Statement Team. Note: After TAFS data are complete and pass all edits, change the status of each TAFS to pending for certification. Agencies having TAFS with a zero undisbursed balance also are required to submit an FMS 2108 via FACTS II.

Maintain up-to-date information on the FACTS II Contact Information profile, such as telephone numbers and e-mail addresses. Access the Contact Information dialogue box through the FACTS II online application under the File menu of the toolbar.

For additional emphasis and clarifications, note the following:

- A. Definite Contract Authority**—The Combined Statement Team provides information for the Preclosing Unexpended Balance (FACTS II undisbursed balance or FMS 2108, column 2), and agencies cannot change it. These amounts represent the balance (unused portion) of contract authority at the beginning of the fiscal year.
- Column 3 of the FMS 2108 represents the amount of new authority prescribed by law and effective during the reporting fiscal year. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
 - Column 4 of the FMS 2108 represents the amount of appropriations to liquidate contract authority prescribed by law and effective during the reporting fiscal year. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
 - Column 5 of the FMS 2108 represents writeoffs or adjustments. Record amounts written off that were rescinded by law or administratively canceled by the agency. If the authorization is rescinded by law, include the statutory citation as a footnote. Also, report adjustments such as the liquidation of contract authority by use of revolving fund receipts. Provide an explanation of the adjustment in the footnote.
 - Column 6 of the FMS 2108 represents the balance of unfunded contract authority at the fiscal yearend. These amounts represent the balance of authority outstanding for which appropriations have not been made.
- B. Indefinite Contract Authority**—The Combined Statement Team provides information for the Preclosing Unexpended Balance (FACTS II undisbursed balance or FMS 2108, column 2), and

agencies cannot change it. These amounts represent the balance (unpaid obligations) of contract authority at the beginning of the fiscal year.

- Column 3 of the FMS 2108 represents the amount of new obligations incurred in the reporting fiscal year covered by contract authority. Include a required footnote citing the public law number prescribing indefinite authority and date of approval. For permanent authority, cite the U.S. Code in the footnote.
- Column 4 of the FMS 2108 represents the amount of appropriations to liquidate contract authority prescribed by law and effective during the reporting fiscal year. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
- Column 5 of the FMS 2108 represents writeoffs or adjustments. Report amounts written off that were either rescinded by law or administratively canceled by the agency. Include the statutory citation as a footnote if the authorization is rescinded by law. Other adjustments to report include liquidation of contract authority by use of revolving fund receipts and write-off/reduction of obligated balances from column 2. Provide an explanation of the adjustment in the footnote.
- Column 6 of the FMS 2108 represents the balance of unfunded contract authority at the fiscal yearend. These amounts represent the balance of unpaid obligations for which appropriations have not been made.
- **Column 11 of the FMS 2108 must always have a zero balance.**

C. Receivables—For reimbursements earned and unfilled customer orders (FMS 2108, columns 7 and 8), exclude any receivables from the public. An exception exists when a provision of law specifies that such orders may be used as budget authority.

D. Unpaid Obligations—For undelivered orders and accounts payable (FMS 2108, columns 9 and 10), exclude advances received with orders for goods and services. These advances are already incorporated in the Preclosing Unexpended Balance (FMS 2108, column 2) when the agency records the deposit on the SOT.

E. Indefinite Borrowing Authority—**Column 11 of the FMS 2108 must always have a zero balance.**

33. Agency Certification of Yearend FACTS II Data

For fourth-quarter (yearend) FACTS II submission, Treasury requires certification by the agency's Chief Financial Officer (CFO), or authorized designee, for all accounts, including those with a zero balance. FMS' Enterprise Security Branch assigns SecurID cards to the certifying official. This SecurID card, with the unique logon ID and password, function as, or replace, the signature. If the person representing the certifying official has changed, the new designee must obtain a new SecurID card, logon ID, and password (refer to paragraph 31). Treasury does not require that agencies certify FACTS II submissions for the first, second, or third quarter.

34. Agency Submission of Credit and Debt Management Reports

Use the Report on Receivables Due From the Public to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Submit separate reports for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). Beginning with the second quarter of fiscal year 2004, Treasury will require *quarterly* reporting on the Treasury Report on Receivables (TROR) for *all* TROR reporting entities. **The TROR reporting threshold of \$50 million or less for fourth-quarter reporting is eliminated, effective the second quarter of fiscal 2004.** Treasury is making this change in order to more thoroughly monitor and evaluate agency referral and collection performance, as well as to detect referral and reporting problems earlier. Quarterly reports are due to Treasury by the 30th day of the month following the close of the quarter. All entities with receivable activity must submit a report at fiscal yearend. The yearend reports are due to Treasury by November 15, 2004.

Submit the Report on Receivables Due from the Public via the Debt Management Information System (DMIS). Contact the DMIS Administrators on 205-912-6400 for information on accessing the system and training. Refer to I TFM 2-4100 for instructions on preparing the Report on Receivables Due from the Public or access the online workbook at <http://www.fms.treas.gov/debt/dmrpts.html>.

35. Accounting for Treasury Judgment Fund Transactions

The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of Statements of Federal Financial Accounting Standards Number 4 and Number 5 requires agencies to recognize liabilities and expenses when unfavorable litigation outcomes are probable and the agencies can estimate the amounts. The agency will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as Federal transactions (“F” for FACTS purposes) and records the Judgment Fund as the trading partner (20). FMS will record an expense. FMS will notify agencies via the Judgment Fund Web site at <http://www.fms.treas.gov/judgefund> of claims, at the transaction level, that have been approved as appropriate for payment from the Judgment Fund. Agencies should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at yearend.

For information concerning the status of a claim, contact:

Judgment Fund Branch
Financial Management Service
3700 East-West Highway, Room 6F03
Hyattsville, MD 20782
Telephone: 202-874-6664

For information concerning the accounting for the Judgment Fund, contact:

Credit Accounting Branch
 Financial Management Service
 3700 East-West Highway, Room 622D
 Hyattsville, MD 20782
 Telephone: 202-874-8740

36. Agency Submission of FACTS I Data

The GFRS and FACTS I are Internet applications on GOALS II. Any user requesting access to GFRS and FACTS I must submit a GOALS II ESAAS form to obtain a logon ID and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Fax the completed form to the Financial Reports Division (FRD) at 202-874-9907. Processing the access request form and mailing the logon ID and password require significant leadtime; therefore, **request a logon ID and password for all users as soon as possible.**

Contact FRD for information related to the GFRS and FACTS I roles listed on the ESAAS form since FRD affords specific privileges to each role. Users requesting to switch GFRS and FACTS I roles must contact FRD for approval and submit an ESAAS form for processing. If a user misplaces or forgets the logon ID or password, he or she should contact the GOALS II Customer Support Staff at 202-874-8270 to request resetting the ID or password.

The schedule for agency reporting, via the GOALS II GFRS and FACTS I Applications, is as follows:

Deadline	Submission and Availability
Sept. 1, 2004	FACTS I MAF window opens.
Sept. 7, 2004	GFRS financial statement template window opens for verifying agencies.
Sept. 15, 2004	FACTS I MAF window closes.
Oct. 1, 2004	GFRS financial statement template window closes for verifying agencies.
Oct. 1, 2004	GFRS Closing Package data submission window opens.
Oct. 1, 2004	FACTS I reporting window opens for ATBs.
Nov. 18, 2004	GFRS Closing Package data submissions are due for verifying agencies.
Nov. 18, 2004	FACTS I reporting window closes for ATBs for non-verifying agencies.
Nov. 18, 2004	GFRS Financial Report Notes and Other Data submissions are due for non-verifying agencies.
Nov. 30, 2004	FACTS I reporting window closes for ATBs for verifying agencies.

To access the GOALS II logon screen, see the Internet Web site at <http://fmsapps.treas.gov/ias>. For information relating to the GOALS II GFRS and FACTS I Applications, contact FRD at 202-874-9910. For GOALS II training needs, call the GOALS II Customer Support Staff at 202-874-8270.

37. Reporting on the Intragovernmental Fiduciary Confirmation System (IFCS)

The IFCS, an Internet-based tool, is the official confirmation system for Federal departments and agencies to confirm and reconcile, on a quarterly basis with their trading partners:

- Investments;
- Borrowings;
- Federal Employees' Compensation Act Transactions with the Department of Labor;

AND

- Employee Benefit Program transactions with the Office of Personnel Management.

The Internet Web site address to access the IFCS is <http://fmsapps.treas.gov/ias>. Agencies that have not signed up to use the IFCS should contact FRD at 202-874-9910. Agencies must perform the final fiscal yearend 2004 reconciliation by October 25, 2004.

38. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Year Ended September 30, 2004

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit agency books to remain open for as long as possible. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Agencies outside the Washington, DC, metropolitan area use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

39. Cash Forecasting Requirements

This serves to remind Federal Program Agencies (FPAs) depositing or disbursing \$50 million or more in a single transaction or in multiple transactions of a common nature that, pursuant to I TFM 6-8500: Cash Forecasting Requirements, they must notify FMS in advance of such transactions for cash forecasting purposes. FMS requires a minimum of 2-business days' notice in advance of the transaction settlement date. For a deposit or disbursement of \$500 million or more, FMS requires a minimum of 5-business days' notice. When an FPA does not provide FMS with advance notice, it must notify the Cash Forecasting Division by telephone as soon as possible but no later than 8:30 a.m., eastern time, on the next business day following the disbursement or deposit.

Report cash forecasting information to FMS' Cash Forecasting Division using the following e-mail address, telephone number, and/or facsimile:

E-mail address: funds.control@FMS.treas.gov

Telephone: 202-874-9789

Fax: 202-874-9984 or 202-874-9945

40. Inquiries

Direct questions concerning this bulletin or requests for account balance confirmations to:

Budget Reports Division
Financial Management Service
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9880
Fax: 202-874-9966

Date: July 12, 2004



Richard L. Gregg
Commissioner

Attachments

Items	Submission and Availability Instructions	Deadlines
FACTS I MAF window opens.	Access via GOALS II.	Sept. 1, 2004
GFRS financial statement template window opens for verifying agencies.	Access via GOALS II.	Sept. 7, 2004
FACTS I MAF window closes.	Access via GOALS II.	Sept 15, 2004
Process IPAC transaction requesting interest payment on Credit Reform: Interest on Uninvested Funds.	Access via GOALS II.	Sept. 30, 2004
GFRS financial statement template window closes for verifying agencies.	Access via GOALS II.	Oct. 1, 2004
Sept. 2004 new account symbol requests	Express mail/fax to the Budget Control Team.	Oct. 1, 2004
Sept. 2004 appropriation requests	Express mail/fax to the Budget Control Team.	Oct. 1, 2004
Sept. 2004 SF 1151: Nonexpenditure Transfer Authorizations	Transmit via the GWA System NET Application to the Budget Control Team.	Oct. 1, 2004
GFRS Closing Package data submission window opens.	Access via GOALS II.	Oct. 1, 2004
FACTS I reporting window opens for ATBs.	Access via GOALS II.	Oct. 1, 2004
Sept. 2004 automated FMS 224: Statement of Transactions	Transmit via GOALS II to the Cash Accounting Division.	Oct. 5, 2004
Sept. 2004 FMS 1219 and FMS 1220: Statement of Transactions and Accountability	Transmit via GOALS II to the Cash Accounting Division.	Oct. 5, 2004
Sept. 2004 SF 1218 and SF 1221: Statement of Accountability and Transactions (Foreign Service Account)	Transmit via Connect:Direct to the Cash Accounting Division.	Oct. 5, 2004
IFCS window opens for confirmation users to input preliminary fiscal yearend 2004 reconciliation.	Access via Internet.	Oct. 8, 2004
Sept. 2004 FMS 6652: Statement of Differences (FMS 224, FMS 1219, SF 1218, and Letter of Credit)	Access via GOALS II.	No later than Oct. 12, 2004
Sept. 2004 FMS 6653: Undisbursed Appropriation Account Ledger	Access via GOALS II.	No later than Oct. 12, 2004
Sept. 2004 FMS 6654: Undisbursed Appropriation Account Trial-Balance	Access via GOALS II.	No later than Oct. 12, 2004
Sept. 2004 FMS 6655: Receipt Account Trial-Balance	Access via GOALS II.	No later than Oct. 12, 2004

Items	Submission and Availability Instructions	Deadlines
FACTS II reporting window opens.	Access via FMS Intranet.	No later than Oct. 15, 2004
FACTS II accounts and balances verified by agencies	Access via FMS Intranet.	Oct. 18, 2004
IFCS window closes for confirmation users to input final fiscal yearend 2004 reconciliation data.	Access via Internet.	Oct. 25, 2004
FACTS II reporting window closes.	Access via FMS Intranet.	Nov. 5, 2004
Annual Report on Unfunded Foreign Currency Reservation Accounts (I TFM 2-3200) for Oct. 1, 2003, through Sept. 30, 2004	Express mail to the International Funds Team (IFT).	Nov. 15, 2004
Report of Estimated Foreign Currency Collections and Expenditures (I TFM 2-3200) for Oct. 1, 2003, through Sept. 30, 2004	Express mail to IFT.	Nov. 15, 2004
Currencies Purchased From Sources Outside the U.S. Government Cumulative (I TFM 2-3200) for Oct. 1, 2003, through Sept. 30, 2004	Express mail to IFT.	Nov. 15, 2004
Report on Receivables Due From the Public	Transmit via Internet between Oct. 15 and Nov. 15.	Nov. 15, 2004
GFRS Closing Package data submissions are due for verifying agencies.	Access via GOALS II.	Nov. 18, 2004
FACTS I reporting window closes for ATBs for non-verifying agencies.	Access via GOALS II.	Nov. 18, 2004
GFRS Financial Report Notes and Other Data submissions are due for non-verifying agencies.	Access via GOALS II.	Nov. 18, 2004
Chapters of the <i>Combined Statement of Receipts, Outlays and Balances of the United States Government</i>	The Combined Statement Team will deliver to OMB and agencies via the following Internet Web site: http://www.fms.treas.gov/annualreport .	Starting Nov. 26, 2004
FACTS I reporting window closes for ATBs for verifying agencies.	Access via GOALS II.	Nov. 30, 2004
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail to Budget Reports Division.	Apr. 1, 2005

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of budget results.

TREASURY ADDRESSES FOR PAPER COPY YEAREND FINANCIAL REPORTS

Agencies in the Washington, DC, metropolitan area should hand carry their reports to Treasury. Agencies outside the Washington, DC, metropolitan area should use express mail. Express mail is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the “Post Office to Addressee” option.

Deliver the *Annual Report on Unfunded Foreign Currency Reservation Accounts* and the *Report of Estimated Foreign Currency Collections and Expenditures* to:

International Funds Team – LCB 324B
Program Assistance Division
Financial Management Service
401 14th Street, SW
Washington, DC 20227
Telephone: 202-874-7994